



## DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE  
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COMNAVAIRFORESINST 4408.3A  
N41 (COMNAVRESFORCOM)

COMNAVAIRFORES INSTRUCTION 4408.3A 22 FEB 2007

From: Commander, Naval Air Force Reserve

Subj: MANAGEMENT OF PREEXPENDED BINS (PEB)

Ref: (a) DoD 4140.27M of 1 Aug 86

1. Purpose. To establish procedures and guidance for managing consumable material in PEB.
2. Cancellation. COMNAVRESFORINST 4408.3
3. Background. Reference (a) authorize the establishment and operation of PEB. The PEB is established to shorten the issue and accounting procedures for high demand, low cost, and common use consumable items. Most PEB items are carried in local supply stock as a rule, but there are exceptions.
4. Scope. This instruction applies to all Commander, Naval Air Force Reserve (COMNAVAIRFORES) Aviation Support Departments (ASD), Aircraft Intermediate Maintenance Departments (AIMD) Squadron PEB custodians and 4<sup>th</sup> MAW MALS/Squadrons.
5. Responsibility
  - a. Aviation Support Department will:
    - (1) Establish station and satellite PEB as required. Bulk unit of issue items (LB, HD, PG, etc.) should be the first consideration as an addition to the PEB.
    - (2) Per reference (a), ensure unauthorized items are not included in the PEB.
    - (3) Appoint in writing a full time PEB manager. Forward a copy of letter to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N41).

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(4) Review stock levels quarterly to ensure that high and low limits are being maintained. (The High Limit in PEB should be equal to or less than the Reorder Point (RP) in RSUPPLY.)

(5) Review usage data semiannually and retain items that have incurred at least one demand in the last twelve months.

(6) Return material to stock when it is determined that there is no longer a maintenance requirement.

(7) Deliver satellite PEB material as required.

(8) Generate PEB listings via NALCOMIS as required and provide an electronic copy to COMNAVRESFORCOM (N41) quarterly.

(9) Maintain PEB funds, records, and submit reports as required.

(10) Perform quarterly audits on satellite PEB and maintain copies of at least the last two audits on file. At a minimum audits will include the following:

(a) PEB custodian assignment

(b) Positive control of PEB spaces

(c) Shelf life compliance

(d) Proper documentation of usage data.

(e) Location audit (properly bar coded/labeled bins containing National Item Identification Number (NIIN), Part Number, and Location).

(f) Valid outstanding material requirements.

(11) Based on custodian turnover and audit result, provide training as required to satellite PEB custodians.

(12) Assemble Phase/Engine Build Kits as required based on the Monthly Maintenance Plan (MMP).

(13) Per reference (a), stow pilferable items in limited access area.

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(14) Maintain material condition and cleanliness of PEB.

(15) Per reference (b), ensure shelf life material is properly managed.

b. Inventory Management Department will:

(1) Set the PEB indicator in RSUPPLY for all items in the PEB.

(2) Review the RSUPPLY Outgoing Requisition and Status File (JSL319) before release to SALTS.

(a) Screen for potential PEB referral requisitions. Normally these requisitions will not be passed off station since the PEB is an extension of stock. These requisitions normally will be rejected back to the ASD PEB Section by processing an Internal Cancellation Code of "RX" into RSUPPLY.

(b) Stock Control will expedite the stock requisitions at this time

(c) All PEB items are considered "NEVER OUT ITEMS" and will be reported in the Aviation Support Management Report (ASMR).

(3) Monthly change notice is processed by supply that changes the unit of issue leaving a residual quantity of material on hand. (Example: If the unit of issue changed from each to hundred, and you have one hundred ten on hand, you can adjust the inventory to one hundred on hand if the residual quantity is 51 percent of the quantity unit pack.) When the item is something used by maintenance, add to PEB.

c. AIMD/SQUADRON will:

(1) Appoint in writing a PEB custodian and a alternate for each satellite PEB. A copy of the appointment letter should be sent to the ASD.

(2) Provide sufficient funding to maintain PEB.

(3) Review PEB weekly to ensure they are properly stocked and maintained.

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(4) Forward requests to the ASD PEB manager when stock reach its low limit.

(5) Receive, stow, and issue PEB material.

(6) Make recommendations for additions/deletions and changes to the high and low limits to the PEB manager.

(7) Provide a weekly usage log to the ASD Prex manager.

(8) Provide Monthly Maintenance Plans (MMPs) to ASD PEB Manager.

(9) Per reference (a), stow pilferable items in limited access areas.

(10) Establish detachment PEB as required. Detachment PEB boxes shall be strictly controlled by Material Control.

d. COMNAVRESFORCOM (N41) will receive the quarterly PEB listing via email and post it on their website to be used by all COMNAVAIRFORES field activities for expediting high priority requisitions.

6. Authorized PEB Item. The Aviation Support Department Officer (ASDO) and the Maintenance Officer (MO) of the activity being supported are jointly responsible for determining those items to be added to or purged from the PEB. Items with a unit cost of \$150 or less may be routinely established in the PEB with a usage rate of three demands in 6 months. Items with a unit cost in excess of \$150 may be added to the PEB with the approval of the Aviation Support Department Supply Officer or the Marine Aviation Logistic Support Commanding Officer.

7. Use Until Exhausted (UTE) Material. UTE is defined, as the EXCESS quantity of material ordered and received from the supply system and subsequently was not required to complete the maintenance action for which the material was originally ordered. The EXCESS quantity will be established in the PEB and recognized with a low limit of zero in NALCOMIS. The supporting ASD will monitor the usage and demand rate of these items to determine if material qualifies for stock in the PEB.



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8. Form. Joint PEB Addition/Deletion Request Forms are available. Activities will submit a request to COMNAVRESFORCOM (N41) or may download this form that is posted on the Commander, Navy Reserve Force web site.



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Distribution:

Electronic copy via COMNAVRESFOR web site  
<http://navyreserve.navy.mil>